

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Free State: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Gauteng/Pretoria/Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- North West/Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- Western Cape Provincial Service Centre/Cape Town:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.
- Eastern Cape/Gqeberha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE

: 28 August 2026

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za/ / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you

be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

<u>POST 29/89</u>	:	<u>CHIEF REGISTRAR REF NO: 2026/96/OCJ</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
<u>CENTRE REQUIREMENTS</u>	:	North West Division of The High Court: Mmabatho
	:	Applicants should be in possession of an LLB Degree or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post qualification experience obtained as a Registrar. A valid driver's license. Knowledge and skills: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of court documentation management and Human Management and Batho Pele Principles. Skilled in planning, organising numeracy, problem solving, decision making, computer literacy (MS Office), communication (written and verbal), people skills/interpersonal relations, report writing and interviewing skills.
<u>DUTIES</u>	:	Manage the Information and case/court documentation Management System: Implement information desk in the court, develop and maintain a complaints management system, interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, review and implement projects to improve court efficiency regularly, implement a case/ court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, peruse proposed amendments received from the rules board and provide comments, if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, perform quality control on the work delivered by officials, manage

		leave of staff, advise and lead supervisees with regard to all aspects of the work.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr OPS Sebatatso Tel No: (018) 397 7004 HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/96/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/90</u>	:	<u>SENIOR LAW RESEARCHER REF NO: 2026/97/OCJ</u>
<u>SALARY</u>	:	R605 742 – R713 535 per annum (Level 10). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree at (NQF level 8). A minimum of three (3) years' legal research experience of which two (2) years should be at supervisory level. A valid driver's license will serve as an added advantage. Knowledge and Skills: Knowledge of electronic information resources and the ability to access and utilise computer research programmes (Westlaw, LexisNexis, Jutastats), knowledge of operating DCRS/ CRT machine, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and Judicial system, interpretation and application of the law and Batho Pele Principles. Skilled in Microsoft Office Programs, research, problem solving, planning and organising, good judgment and decision-making, interpersonal relations, time management, effective communication (verbally and in writing) and supervisory skills. Along with the following attributes: Ability to multitask, able to work under pressure, telephone etiquette, professionalism, ability to meet strict deadlines and ability to maintain confidentiality with ability to take charge.
<u>DUTIES</u>	:	Provide legal research, consult with the judiciary in chambers and take instructions, peruse all the material lodged, identify the issue and initiate appropriate research, provide analytical summary of counsels' arguments or written evidence in the court, delegate instructions to the researcher, conduct research on electronic databases as per the Judge's request, ensure that all research provided to Judges is comprehensive and accurate, ensure that draft judgments, articles and speeches are clear, consistent and comprehensive, ensure there are no judgments conform to the accepted writing Style Guide of each court, ensure preparation of a comprehensive memorandum on the outcome of the research, double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness, assist the judges with other extra-judicial tasks, draft speeches, conferences papers and legal articles, ensure that all speeches, conference papers and articles are thoroughly researched, are accurate and of the highest quality, ensure secretarial functions including Provincial Efficiency Enhancement Committee (PEEC) meetings are being effectively performed, ensure the judiciary of the Division is up to date on recent developments min case law, practice directives and legislation, keep abreast of all the landmark judgments / recent developments in the law, changes in legislation and regulations, ensure researchers attend to publisher related queries (e.g Juta, Lexis and Saffli), supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regards to all aspect of work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocations and control
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. PA Nkone Tel No: (012) 492 7606 HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/97/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/91</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2026/98/OCJ</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	: Western Cape Division Provincial service centre
	: Applicants should be in possession of a three-year National Diploma in Human Resources Management/Public Administration/Public Management/Personnel Management or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years relevant experience in Human Resources Management environment of which one (1) should be at supervisory level. Formal PERSAL training. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge and understanding of relevant Human Resources Management Legislation/Directives and Policies, must be able to understand/interpret policies and implement strategies, extensive, knowledge of the PERSAL system, knowledge in Training and Development processes. Skilled in computer literacy (MS Office), communication (written and verbal), people management/interpersonal relations, report writing and problem solving. Along with the following attributes: Ability to work long hours when required, commitment and integrity, ability to work under pressure and adhere to deadlines, be self motivated, pay attention to detail, maintaining discipline, confidentiality and professionalism.
<u>DUTIES</u>	: Manage and coordinate HRM administration matters within the Department, contribute to the rendering of a professional Human Resource Management services with respect to conditions of service and benefits, leave, housing, medical aid, injury on duty, termination, long service recognition, overtime, relocation, pension, allowances. HR provisioning (Recruitment and selection, appointment, transfers, verification of qualifications, secretariat functions at interviews etc). Implement and manage the Performance Management and Development system in the province. Responsible for the facilitation and coordination of Labour Relations, Employee Wellness and Learning and Development in the Province. Address Human Resources Administration enquiries and manage all PERSAL transactions. Ensure the correct implementation of Departmental/Public Service policies on matters related to Human Resources Management and adherence to the relevant prescripts/ legislations. Inform, guide and advice relevant stakeholders on Human Resources administration matters to enhance the correct implementation of Personnel administration practices/policies. Manage and administer policy and procedures on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the HRM Registry services and records management. Prepare and consolidate reports. Human resources management administration issues.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032 HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS NOTE</u>	: Applications can be sent via email to 2026/98/OCJ@judiciary.org.za : The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/92</u>	: <u>ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2026/99/OCJ</u>
<u>SALARY</u>	: R487 197 - R573 897.per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Gauteng Division of The High Court: Pretoria : Applicants should be in possession of a National Diploma in Office Management/ Business Administration/ relevant qualification at NQF level 6 as recognised by SAQA. A minimum of three (03) years' relevant experience in an administrative office management environment of which one (1) year should be at supervisory level. A driver's license/LLB degree will serve as an added advantage. Knowledge and Skills: Knowledge of relevant legislatives and regulations, knowledge of case lines, knowledge of office management responsibilities, systems and procedures, knowledge of Supervisory Facets, knowledge of Electronic Information Resource and online retrieval. Skilled in communication (written and verbal), facilitation, report writing, people management and empowerment, strategic and leadership, problem solving, presentation, decision-making, interpersonal relations. Along with the following attributes: Ability to multitask, professional telephone manners, able to work under pressure and meticulous.
<u>DUTIES</u>	: Manage the administration in the Office of the Judge President, arrange and diarise meetings and appointments involving the Judge President, coordinate all engagements between Judges and Divisional Senior Officials with the Judge President, ensure attendance on all queries addressed to the office of the Judge President, attend to general correspondence in the Office of the

Judge President, including but not limited to drafting and compiling all memos, letters, reports and presentations, by the Judge President, coordinate and administer leave management of the Office of the Judge President, attend to correspondence in relation to reserved Judgements as well as complaints arising from reserved Judgements, attend to arrangements for the Judge President to preside in the administering of oaths of office to members of the Provincial Executive and other office bearers, coordinate arrangements for the reconstruction of delayed appeals records involving retired and deceased Judges, facilitate the monthly reserved judgements statistics for the division, coordinate correspondence and statistics regarding reserved Judgements and updating the reserved Judgements register, collect and co-ordinate inputs from Judges including all necessary documentation to inform the budgetary processes, provide support to the Judge President in determining funding requirements for budgeting process, check and verify financial reports in support of the Judge President's office, source and certify the correctness of invoices and statements, regarding expenditure in the Judge President's office, coordinate all logistics for meetings and other engagements of the Judge President, locally and internationally, including the submission of reports and presentations as well as the implementation of resolutions emanating from such meetings, attend to the Judge President's actionable items from the Heads of Court committees he chairs, ensure necessary secretariat support in meetings chaired by the Judge President, including but not limited to Divisional Leadership meetings, Divisional operational meetings as well as Divisional Judges meetings and Divisional stakeholder meetings, manage travel arrangements and complete documentation for approval. facilitate maintenance of Judge President's vehicle and submit logbook. Submit S&T claims, cell phone and 3G data claims, provide a record management function, including collection, distribution, retrieval and filling of records.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. PA Nkone Tel No: (012) 492 7606 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/99/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/93</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/100/OCJ</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Gqeberha
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in court Interpreting or Grade twelve (12) certificate with at least ten (10) years' practical experience in court Interpreting. Proficiency in English, Afrikaans and isiXhosa. Proficiency in any other indigenous languages and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of relevant acts and regulations, knowledge of culture, knowledge of subject area, knowledge on how to translate and be able to keep to time frame. Skilled in computer literacy (MS Office), communication (written and verbal), time management, interpersonal relations, listening, customer service, problem solving, planning, organising, decision-making, analytical thinking, excellent English language along with the following attributes: flexible, motivational, able to work under pressure, meticulous, self-driven and people centric.
<u>DUTIES</u>	:	Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters. Interpret in small claims courts, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession, interpret in pre-trial proceedings and consultations, liaise with the supervisor for foreign language interpreters, interpret from source to target language during court proceedings, pre-trial, consultation, quasi, judicial. interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in court. Render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, convey the correct language in accordance with

language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, Translate legal documents and exhibits: Study and analyse the source document, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, check, edit and revise the translated document, translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and develop database, populate the terms and respective meaning in the glossary register, gather all trial documents, attend to mechanical recordings, compare notes of the Presiding Officer, State and Defence.

ENQUIRIES : Technical Related Enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626
HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
APPLICATIONS : Applications can be sent via email to 2026/100/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 29/94 : **JUDGES SECRETARY REF NO: 2026/101/OCJ (X2 POSTS)**

SALARY : R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Johannesburg
REQUIREMENTS : Applicants should be in possession of Grade 12 Certificate. A minimum of 20 modules completed towards an LLB, BA/BCOM Law degree. A minimum of one (01) year secretarial experience, a valid drivers' license will serve as an added advantage. To pass typing test. Knowledge and skills: Knowledge of departmental policies, prescripts and procedures or guidelines, research capabilities including signing of payroll. Skilled in communication (verbal and written), administration, customer service, excellent typing skills including Dictaphone typing, computer literacy (MS Word), interpersonal skills and time management. Along with the following attributes: ability to meet strict deadlines, work under pressure, confidentiality and attention to detail.

DUTIES : Render secretarial support to the Judiciary: Diarise the appointments and meetings of the Judge. Type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge. Provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers: Collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep update on the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent court and distribute to stakeholders. Provide support functions to civil / criminal courts: Administer the correct Oath ID or declaration in court when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters. Provide general administrative support to the Judiciary: Ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.

ENQUIRIES : Technical Related Enquiries: Ms S Kajee Tel No: (010) 494 8486
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email to 2026/101/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 29/95</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: DEMAND AND TENDER MANAGEMENT REF NO: 2026/102/OCJ</u>
<u>SALARY</u>	:	R338 106 - R 398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Supply Chain Management / Economics / Finance / Financial Management / Procurement/ Logistic/Public Administration or relevant qualification at (NQF level 6) as recognised by SAQA. A minimum of two (2) years' experience Demand Management and Tender Administration environment. A valid driver's license. Knowledge and skills: Knowledge and understanding of administrative and procurement procedure, knowledge of the Public Financial Management Act, knowledge of supply chain management frameworks, policies and procedures, knowledge of budgeting and financial management, knowledge of procurement policies and relevant legislation prior to awarding contracts, knowledge of PPPFA regulations, Public Service Act 1994, Public Service Regulations 2016, National Treasury Regulations, good understanding of departmental prescripts and frameworks (e.g. departmental codes: COIDA and BBBEE and Batho Pele Principles. Skilled in computer literacy MS Office, MS Power Point, MS Word, MS Excel, presentation, conceptual orientation, planning, organising, problem-solving, financial management, interpersonal relations, decision making, time management, communication and report writing skills.
<u>DUTIES</u>	:	Coordinate the compilation of tender/quotation specifications as required: Conduct briefing sessions. Coordinate the Development of sourcing strategy. Development of specifications/Terms of Reference. Compilation of Demand Management Plans and Procurement Plans. Coordinate the amendment of the procurement plan. Serve as a secretariat of Bid Specification and Bid Evaluation and Adjudication Committee. Maintaining of filling system for awarded bids. Compile bid documents, Publish bid documents and bid invitations. Coordinate the development of sourcing strategy document. Verify alignment of the acquisition of goods and services with the Demand Management Plans and provide support with information for Audit queries. Conduct proper filling system for all the records, schedule and organise meetings, render secretarial services to the meetings within the unit, update and maintain the project dashboard for the unit, facilitate the subsistence and facilitate procurement of stationary and all other petty cash purchases and handle incoming and outgoing office correspondence. Collate and compile monthly progress reports on the procurement plan and quarterly report to the National Treasury.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: HR Related Enquiries: Ms N Ntimane Tel No: (010) 493 2601
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/102/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/96</u>	:	<u>REGISTRAR REF NO: 2026/103/OCJ</u>
<u>SALARY</u>	:	R337 563 - R1 155 777 per annum (MR3 - MR5). Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape High Court: Kimberley
<u>REQUIREMENTS</u>	:	Applicant should be in possession of an LLB Degree or a four (4) year Legal qualification at NQF level eight (8) as recognised by SAQA. A minimum of two (2) years post graduate legal experience. MR3: LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. MR4: LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. MR5: LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court of litigation experience and a driver's license will serve as an added advantage. Skills and Competencies: Knowledge of registrar's duties, Case Flow Management, legislative framework governing the public service and Batho Pele Principles. Skilled in communication (verbal and written), computer literacy, numeracy, planning, organising, controlling, problem solving, decision making, customer service orientation, interpersonal

	skills and conflict management. Along with the following attributes: Attention to detail, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, results driven, honesty/trustworthy and observance of confidentiality.
<u>DUTIES</u>	: Process default judgements to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/processes comply with the court rules, consider applications for default judgement (Rule 31(5) – by applying court rules and regulations, case law, discretion and knowledge, capture accurate outcome to the relevant litigating party, capture and update accurate Default applications register and data tool on percentage of default judgements granted by Registrars to the Statistician, execute taxations to enhance efficiency of the court in handling of quasi-judicial functions, Tax bills of cost-by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise Opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the office, submit reporting tool on Taxations to the Statistician, manage criminal /civil process to enhance efficiency of the court: Analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information /data/ Statistics for purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit of reported Performance information, supervise, develop staff and ensure general supervision employees.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Ms L Wymers: Tel No: (053) 492 3533 HR Related Enquiries: Ms P Netshivhale: Tel No: (053) 492 3535
<u>APPLICATIONS</u>	: Applications can be sent via email to 2026/103/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/97</u>	: <u>REGISTRAR: REF NO: 2026/104/OCJ</u>
<u>SALARY</u>	: R337 563 - R1 155 777 per annum (MR3 - MR5), Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	: Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification at NQF level eight (8) as recognised by SAQA. A minimum of two (2) years' experience in legal environment. MR3: LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. MR4: LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. MR5: LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court of litigation experience and a driver's license will serve as an added advantage. Knowledge and Skills: Knowledge of registry duties, Case Flow Management, legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, Batho Pele Principles. Skilled in communication (verbal and written), computer literacy, numeracy, planning, organising, problem solving, decision-making, interpersonal skills, conflict management, time management, analytical skills. Along with the following attributes: strong work ethics and professionalism, time bound, meticulous, honesty/trustworthy and observance of confidentiality.
<u>DUTIES</u>	: Determine whether pleadings/ processes comply with the Court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of

performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit reported Performance information, supervise, develop staff and ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocations and control.

ENQUIRIES : Technical Related Enquiries: Mr. PA Nkone Tel No: (012) 492 7606
HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email to 2026/104/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 29/98 : **REGISTRAR REF NO: 2026/105/OCJ**

SALARY : R337 563 - R1 155 777 per annum (MR3 - MR5), Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division of The High Court: Cape Town
REQUIREMENTS : Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification at NQF level eight (8) as recognised by SAQA. A minimum of two (2) years' experience in legal environment. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. **MR4:** LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court of litigation experience and a driver's license will serve as an added advantage. Knowledge and Skills: Knowledge of Case Flow Management, knowledge of the legislative frameworks governing the public service. Skilled in communication (verbal and written), planning, organising, problem solving, numeracy, conflict management and time management. Along with the following attributes: ability to work under pressure, professionalism, strong work ethics and attention to details.

DUTIES : Process default judgments to enhance efficiency of the court in handling of quasi-judicial functions, consider applications for default judgment (Rule 31[5]) by applying court rules and regulations, case law, discretion and knowledge, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, execute taxations to enhance efficiency of the court in handling of quasi-judicial functions, determine whether pleadings/ processes comply with the court rules, Tax bills of cost by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician, manage criminal/civil process to enhance efficiency of the court, analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the allocation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit of reported Performance information, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop,

		implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries, provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635
		HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/105/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/99</u>	:	<u>REGISTRARS CLERK REF NO: 2026/106/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Johannesburg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 Certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid driver's License will serve as an added advantage. Knowledge and Skills: Knowledge of working procedures in terms of the working environment, knowledge of registry processes and practice, knowledge of storage and retrieval procedures in terms of the working environment, knowledge and understanding of legislative frameworks governing the Public Service, knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives and Batho Pele Principles. Skilled in computer literacy (Microsoft Office), communication, numeracy, interpersonal relations, problem solving, analysis, time management and administration. Along with the following attributes: ability to work under pressure, self-motivated, accuracy, ability to work independently, attention to detail, teamwork and flexible.
<u>DUTIES</u>	:	Perform clerical and administrative work within the court: Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, update the file of return service/s proof services, safe-keep and dispose of case records, handle court's request files, retrieve the requested files and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematically recording of court files, keep record of requests received from litigants, render case management duties, attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr T Musana Tel No: (010) 494 8403/8402
		HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/106/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/100</u>	:	<u>ADMINISTRATION CLERK: LEGAL REF NO: 2026/107/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Provincial Service Centre: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A three-year National Diploma/Degree in Law at NQF level 6 with 360 credits as recognised by SAQA will serve as an added advantage. Knowledge and skills: Knowledge and understanding of the legislative frameworks, prescripts and regulations governing Public Service, library and information science matters, procedures and processes, knowledge of law subjects and legal phrases, knowledge of clerical duties, practices and ability to capture data, knowledge of clerical duties, practices and ability to capture data, knowledge and understanding of the legislative framework governing Public Service, knowledge of Batho Pele Principles. Skilled in communication (verbal &

		written), problem solving, public relations, monitoring and analytical, computer literacy (MS Office), planning, organising, report writing and typing skills.
<u>DUTIES</u>	:	Conduct legal research for the Regional Court President/Chief Magistrate, compilation of statistics, case flow management, assisting Regional Registrar and members of the public, provide administrative support in general as requested by the manager and supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S.P Mathibeli Tel No: (051) 4924523 HR Related Enquiries: Ms DSJ Peters: Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/107/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/101</u>	:	<u>ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2026/108/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience is required. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Public Service Finance Management Act (PFMA), PPPFA, BBB_EE Act and Treasury Regulations, In-depth knowledge of financial systems, e.g. LOGIS. Skilled in planning, organising, interpersonal relations, communication (written and verbal) and computer literacy. Along with the following attributes: ability to work independently and meet deadlines, ability to work under pressure, work in a team and preparedness to work overtime when required.
<u>DUTIES</u>	:	Render efficient and effective support to the court, facilitate the maintenance of a complete, reliable, and accurate asset register for the Departmental owned assets, allocate assets as per purchasing request, conduct physical verification of assets in line with asset management policy and procedures to ensure the existence of assets as well as completeness of the asset register, identify and report stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets, monitor leased assets register and expiring contracts.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr SD Hlongwane Tel No: (012) 482 3809 HR Related Enquiries: Mr SD Hlongwane Tel No: (012) 482 3809
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/108/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/102</u>	:	<u>ADMINISTRATION CLERK: JUDICIAL REMUNERATION AND CONDITIONS OF SERVICE REF NO: 2026/109/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Judicial Remuneration and Conditions of Service: Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A National Diploma in Public Administration, Public Management, Office Management and Technology, Human Resource Management, Business Administration, Communication or an equivalent relevant qualification at NQF Level 6 as recognised by SAQA will serve as an added advantage. Knowledge and Skills: Basic knowledge of administrative processes, records management and the Batho Pele Principles, knowledge of the government systems and relevant public service legislative framework. Skilled in computer literacy with proficiency in Microsoft Word, Excel, Outlook and PowerPoint, numerical literacy, verbal and written communication, interpersonal and customer service, organisational, planning and time management and problem-solving skills. Along with the following attributes: ability to maintain confidentiality, attention to detail, ability to work under pressure and meet deadlines, ability to work effectively as part of a team, ability to perform administration duties and secretariat duties.
<u>DUTIES</u>	:	Provide administrative support to the Judicial Remuneration and Conditions of Service Directorate, provide support in the administration of remuneration and service benefits for acting and permanently appointed Judges, discharged Judges and surviving spouses, assist with the administration of gratuities for

Judges in active service, retiring Judges and surviving spouses, capture and update remuneration and service benefit information on the government system, assist with administrative processes relating to the procurement of official vehicles, receive, register, record, file and distribute documents and correspondence, maintain manual and electronic filing and records management systems, respond to routine enquiries from internal and external stakeholders, assist with the preparation of routine correspondence, reports and other administrative documents and perform general administrative duties as delegated by the supervisor.

ENQUIRIES : Technical Related Enquiries: Ms Cloudine Schubart Tel No: (081) 8286548
APPLICATIONS : HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
NOTE : Applications can be sent via email to 2026/109/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 29/103 : **DATA CAPTURER REF NO: 2026/111/OCJ**

SALARY : R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Johannesburg
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid drivers' license will serve as an added advantage. Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, Batho Pele principles, knowledge of working procedures in terms of the working environment. Skilled in communication (written and verbal), interpersonal relations, computer literacy, customer services, planning, organising, problem solving, analytical skills, numerary. Along with the following attributes: ability to work under pressure, flexible, be motivated, meticulous and be self-driven.

DUTIES : Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, update registers and statistics, keep and maintain records and files, ensure records and files are properly sorted and secured, provide information to components, provide support to the verification personnel with availing data sources required and files, collect correspondence from general office, distribute files and correspondence to Registrars, provide any other support as required by the judiciary, Court Manager and/or supervisor, provide information to responsible components, keep and maintain records and files in an organised method, ensure that all case records/court documents for data capturing are kept safely while in your possession, attend to Attorneys queries with respect to quasi-judicial matters, review and validate all data from the files, open files, sort and distribute incoming data to be captured equally, update registers and statistics.

ENQUIRIES : Technical Related Enquiries: Mr T Musana Tel No: (010) 494 8403
APPLICATIONS : HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : Applications can be sent via email to 2026/111/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.